



City of Eureka, _____ California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant Fire Chief
Class Code Number	6050

General Statement of Duties

Plans, administers, and directs all functions and activities of one of the following divisions of the City's Fire Department: Operations or Prevention; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, administer, and direct all functions and activities of an assigned division within the City's Fire Department. The work is performed under the supervision and direction of the Fire Chief, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned divisional personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and fire station environment and a variety of City locations involved in fire suppression and prevention.

Examples of Essential Work (Illustrative Only)

If assigned to Operations Division:

- Administers and manages all functions of the Operations Division, including planning and directing fire station activities, ensuring equipment maintenance, implementing service standards and code compliance, assigning and reviewing fire company work plans and projects, supervising, directing, and evaluating assigned personnel, addressing concerns from the public and from employees, participating in the development of related divisional budgets, and reviewing various reports;
- Provides command and control to incidents occurring in the Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision;

- Manages the Department's comprehensive training program, including developing program direction, goals, objectives, policies, and procedures, overseeing duties of the Training Officer, participating in local, regional, and state training associations, overseeing training budget, and preparing related reports;
- Plans, organizes, and directs operations of various Department programs such as Technical Rescue, Hazardous Material, Volunteer Firefighters, and Explorer programs, including administering and managing program operations and monitoring program success in meeting established goals and objectives;
- Administers, manages, and coordinates City Emergency Operations Center and Disaster Preparedness, including planning, organizing, and directing related functions and participating in staff training, emergency plan development, and emergency operations;

If assigned to Prevention Division:

- Administers the enforcement of fire codes, ordinances, and laws as established by the City and State, including developing and implementing procedures and policies related to investigations, inspections and service, providing direction to personnel, reviewing reports to ensure compliance, issuing citations, and compiling related statistical information and reports;
- Administers and directs development and implementation of procedural methods and practices for the Fire Prevention Bureau activities such as fire education and investigations, including reviewing engine companies' methods and procedures, developing and directing staff in presenting fire education programs, overseeing all aspects of fire investigations, developing policies, conducting inspections, reviewing applications, and meeting with various entities regarding fire and life issues and fire codes as they pertain to construction/community development, reviewing plan checks, and interpreting various fire codes;
- Supervises, plans and coordinates Fire Department operations and activities in conjunction with the Fire Chief, including recommending, developing and implementing procedural and policy improvements, coordinating events and activities as assigned, providing technical data and research information for presentations and reports, preparing, administering, and overseeing related budgets, and directing and participating in personnel management;
- Provides command and control to incidents occurring in the Eureka area, including responding to fires, extrications, and other hazards, monitoring calls, and participating in service provision;
- Represents the City and Fire Department in development and construction activities that affect the City's Fire and Loss Management programs, including attending meetings, reviewing proposals and projects for code compliance, presenting recommendations, and coordinating/communicating with various entities regarding related issues;

For all functional areas of assignment:

- Assumes role and responsibilities of Fire Chief in his/her absence, including applying departmental policies and procedures regarding personnel issues, department commitments and the Emergency Operations Center and meeting with various entities regarding related issues;
- Conducts and coordinates contract negotiations for special services, including drafting contracts and proposals and meeting with related entities in developing contracts;
- Provides needed information and demonstrations to City employees and the public regarding fire safety and related issues;

- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of Federal, State, and City codes and regulations including the Uniform Fire Code and ISO grading schedule;
- Comprehensive knowledge of principles, practices, procedures, equipment, and apparatuses used in firefighting, rescue, and various other emergency responses;
- Comprehensive knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Comprehensive knowledge of principles and practices of department administration and fire science including fire prevention, inspection, and investigation services and programs, and modern fire suppression techniques and delivery methods;
- Comprehensive knowledge of municipal budget development and financial accounting practices;
- Comprehensive knowledge of the geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels;
- Comprehensive knowledge of first aid, CPR and other basic medical assistance techniques;
- Comprehensive knowledge of principles of supervision, training and performance evaluation;
- Comprehensive knowledge of incident command theory;
- Ability to plan, organize, direct, and coordinate the work of professional and technical personnel and delegate authority and responsibility;
- Ability to select, supervise, train, and evaluate staff;
- Ability to provide administrative and professional leadership and direction for the Fire Department;
- Ability to identify and respond to community and City Council issues, concerns, and needs;
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services;
- Ability to plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous material emergencies operations and activities;
- Ability to properly interpret and make decisions in accordance with laws, regulations and policies;
- Ability to meet the physical requirements necessary to safety and effectively perform the assigned duties;
- Ability to act quickly and calmly in emergencies;
- Ability to prepare and administer a divisional budget;
- Ability to allocate limited resources in a cost effective manner;

- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals;
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Fire Administration or a closely related field; and
- Considerable (four to six years) experience as a Fire Captain.

Required Special Qualifications

- Valid Class B California State Driver's License;
- EMT-1 Certification within six months of appointment;
- Fire Science and Fire Prevention Certificate or a valid California Certified Fire Officer Certificate within twelve months of employment;
- Valid Emergency Medical Technician Defibrillation Certificate;
- First Responder Operations Certificate;
- First Responder Operations Decontamination Certificate;
- Firefighter I Certificate within six months of appointment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- C Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to operate a vehicle, perform fire prevention, fire suppression, and related operations, and review a wide variety of materials in electronic or hardcopy form;

- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, and other related office equipment and use firefighting equipment in emergency situations;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of City locations and efficiently and effectively carry out all physical duties involved in fire suppression and prevention.